



SPECIAL CASE AWARD PROCESSING

PLEASE CHECK:

☐ Outside-Directorate Funded

☐ Non-NASA Award

☐ \$4,001 - \$9,999 Award

Name of Recipient: _____

Organization Code: _____

SSN: _____ (Information not required for Outside-Directorate Award)

Funding Organization: _____

Period of Time Covered From: _____ To: _____

TYPE OF AWARD

SELECT ONE: ☐ *Job Performance* ☐ *Special Act* ☐ *STAR* **AMOUNT: \$\$**
☐ Time Off **HOURS:** _____

JUSTIFICATION – MUST LIMIT TO 4 LINES OF TEXT

Submitted By: _____ **Code:** _____

Funding Org./Admin. Officer (Initials): _____ **Code:** _____

Outside-Directorate Concurrence **Code:** _____
(required for Outside-Directorate awards only): _____

Final Approval: _____

Privacy Act Statement: 5 USC Chapter 45, the Internal Revenue Code [26 USC 6011(b) and 6109], and Executive Order 9397 authorize collection of this information. The information on this form is used in the administration of the Awards Program. It is used to document the nomination of awardees and serves as the repository of personal, fiscal, and administrative information about recipients. The form becomes part of the permanent record of recipients and is included in the Government's Central Personnel Data File (CPDF). Personal information provided on this form is given on a voluntary basis. Failure to provide this information may result in processing delays. SSNs are mandatory for awards that are, or may be, considered taxable income. SSNs are needed to keep records accurate because other people may have the same name and birth date. SSNs will be used by employees with a need for using the information in the performance of their official duties.

Instructions for Completing GSFC 17-120

Award Criteria:

- Outside-Directorate Funded:
Used for awards given to employees outside of direct organization. Also may be used when more than one organization is funding the award.
- Non-NASA Award
Used for all employees who have separated from NASA. Time off Awards are not permitted. Cash may be awarded.
- Over \$4,001 award:
Applies to General Schedule and Federal Wage System employees only.

Type of Award:

- Information on the types of awards available as well as the parameters for time-off awards can be found in GPD 3451.1E, Incentive Awards and Recognition.

Approval Authority:

- The Administrator shall approve any cash awards over \$10,000.
- The Center Director shall approve cash awards from \$4,001 to \$10,000.
- Directors of and heads of Center staff offices are delegated authority to approve individual cash awards of \$4,000 or less. These include performance, special act, and STAR/On-the-Spot awards. They are also authorized to approve time off awards. Directors of may re-delegate any portion of these authorities down to any subordinate supervisory level or to an authorized peer review committee.

Additional information on the GSFC awards process can be found in GPD 3451.1E.

<http://gdms.gsfc.nasa.gov>

Submit completed forms to Code 114